

The Corporation of the Town of
New Tecumseth

By-law

Number 2024-062

“Building Permit By-law”

A by-law to govern the issuance and administration of building and demolition permits and to establish a corporate code of conduct for building officials.

Whereas Section 7 of the Building Code Act, S.O. 1992, c.23, as amended authorizes a Municipality to pass by-laws, resolutions and regulations;

Now Therefore the Council of The Corporation of the Town of New Tecumseth does hereby enact as follows:

1.0 Administration

- 1.1 Unless otherwise stated, the Chief Building Official for the Town of New Tecumseth, and such persons as he/she directs shall administer and enforce this by-law.

2.0 Short Title

- 2.1 This By-law may be cited as "The Building By-law."

3.0 Definitions (in this By-law)

- 3.1 "Act" means the Building Code Act, S.O. 1992 or any successor legislation.
- 3.2 "Building" as defined in the Building Code Act, S.O. 1992 or within the building code.
- 3.3 "Building Code" means regulations made under section 34 of the Building Code Act.
- 3.4 "BCIN" means Building Code Identification Number.
- 3.5 "Business Day" (s) means all days of the week other than Saturday, Sunday, holidays and all other days when the offices of the principal authority are not open for the transaction of business with the public.
- 3.6 "Chief Building Official" means a chief building official appointed or constituted under section 3 or 4 of the Building Code Act.
- 3.7 "Complete Application" means an application that meets the requirements set out in the Building Code for applications where the Chief Building Official is required to make a decision within the prescribed time period as set out in the Building Code.
- 3.8 "Fee(s)" means all fees collected by the Town pertaining to the construction or demolition of a building, unless otherwise stated.
- 3.9 "Gross Floor Area" means the total area of all floors within a building measured between the outside surfaces of exterior walls excluding floors in unfinished cellars and basements, including twenty-five (25) percent of the floor area of an unfinished walkout basement, if appropriate.

- 3.10 "Inspector" means an Inspector appointed under section 3, 3.1 , 4, 6.1 or 6.2 of the Building Code Act.
- 3.11 "New Development" means development within the Settlement Area Boundary as identified in the Town's Official Plan and/or registered pans of subdivision.
- 3.12 "New Residential Development" means development to which residential development levies are applicable.
- 3.13 "Permit" means a permit for the construction or demolition of a building in the Town of New Tecumseth regulated under this by-law.
- 3.14 "Principal Authority" means the Council of the Town of New Tecumseth.
- 3.15 "Registered Code Agency" means a person or entity that has the qualifications and meets the requirements described in subsection 15.11(4) of the Building Code Act.
- 3.16 "Town" means the Corporation of the Town of New Tecumseth.

4.0 Permits

- 4.1 The classes of permit required for construction or demolition of buildings are as set out in Schedule A to this By-law. In addition, a staged permit or conditional permit may be issued.
- 4.2 Conditional permits are issued at the discretion of the Chief Building Official under subsection 8(3) of the Act.
- 4.3 On completion of the construction of any building, the Chief Building Official may require the applicant to file a set of plans of the building as constructed and a survey showing the location of the building.

5.0 Application

- 5.1 A person requiring a permit shall file a Complete Application using the forms prescribed and approved by the Ministry of Municipal Affairs and Housing and supplemented by the Town. The required forms are available on-line through the Ministry of Municipal Affairs and Housing website, Town website and at the Town's Building Department.
- 5.2 The application form shall be completed by the applicant to the satisfaction of the Chief Building Official or designate.
- 5.3 To be considered a Complete Application, every permit application shall be accompanied by the approval documents issued by the agencies responsible for applicable laws listed in the Building Code, where those agencies issue approval documents and the applicable law applies to the construction or demolition being proposed and, in addition, shall:
 - a) identify and describe in detail the proposed work and the use and occupancy of the land which is the subject of the application,
 - b) describe the subject land in a way that it is readily identifiable, and the site of the proposed work is easily distinguished,
 - c) all applications shall refer to a current plan of survey certified by a registered Ontario Land Surveyor, and a copy of the plan of survey shall be filed with the Chief Building Official or designate,
 - d) identify and describe in detail any structural effect the proposed work may have on any land, building or structure abutting the subject land,
 - e) state the name, address and telephone number of the owner,

- f) be signed by the owner of the subject land or by a person authorized, in writing, to act as an agent for the owner, certifying the correctness of all the information in the application,
- g) be accompanied by such other documents, information or approvals as may be required by the Building Code Act, including applicable law as defined in such Act,
- h) be accompanied by a digital copy of a site plan of the subject land showing,
 - i. the location and dimension of any proposed and all existing building(s)
 - ii. the dimensions of the property,
 - iii. the center line and any elevations of any streets abutting the subject land, and
 - iv. the existing and proposed elevations of the work site, surface drainage patterns and site servicing infrastructure.
- i) be accompanied by a digital copy of plans, drawings and specifications for the proposed building showing,
 - i. the proposed use of each room or floor area in the proposed building(s), and
 - ii. construction details specific to the proposed project, to the satisfaction of the Chief Building Official or designate, which may include, but not limited to, those listed in Schedule B.
- j) include confirmation from the Town Engineering department that lot grading approval has been obtained within the urban boundaries. It is the responsibility of the applicant to obtain and provide this confirmation with their application,
- k) include confirmation from the Town Public Works Department, County of Simcoe, or the Ministry of Transportation, as applicable that for development where entrance approval is required from the road to the property, approval has been obtained. It is the responsibility of the applicant to obtain and provide this confirmation with their application,
- l) include confirmation from the Town Engineering Department that for development where site plan approval is required, that the approval has been obtained. It is the responsibility of the applicant to obtain and provide this confirmation with their application,
- m) include confirmation from the Public Works Department where the application is for a new service connection to the Town's infrastructure. It is the responsibility of the applicant to obtain and provide this approval with their application, and
- n) be accompanied by the required fees.

5.4 In addition to the requirement of 5.1 to 5.3, every demolition permit application shall:

- a) where Division C, Part 2, Article 1.2.2.3 or a successor section of the Building Code applies, be accompanied by structural design characteristics of the building and the method of demolition,
- b) be accompanied by proof satisfactory to the Chief Building Official that arrangements have been made with proper authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services,

- c) provide fencing/hoarding in accordance with 13.0 of this By-law,
- d) be accompanied by current photographs of the building (s) to be demolished, and
- e) obtain a road occupancy permit from the Public Works Department prior to demolition permit issuance when demolition the road allowance.

5.5 Where an application has been made for a conditional permit under subsection 8(3) of the Act, the application shall:

- a) contain the information required by clauses 8(3) (a) to (c) of the Act,
- b) contain such other information, complete building plans and specifications concerning the project as the Chief Building Official may require,
- c) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted,
- d) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained,
- e) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official,
- f) enter into a conditional permit agreement with the Town, and
- g) be accompanied by a complete application.

5.6 In addition to the requirements of Section 5.1 to 5.3 of this by-law, every application for a change of use permit issued under subsection 10 (1) of the Act shall be submitted to the Chief Building Official, and shall:

- a) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building,
- b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made, and
- c) include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including floor plans, details of wall, floor and roof assemblies identifying required fire resistance ratings and load bearing capacities, etc.

5.7 Where the Building Code requires that an architect, professional engineer, or both, be retained to undertake the general review of the construction or demolition of a building, the applicant shall submit a signed statement by an architect, professional engineer, or both, in which he, she or they agree to undertake the general review and provide written construction progress reports to the Town. Upon completion of such project, final reports shall be submitted to the Chief Building Official.

5.8 All plans, drawings, and specifications shall be prepared in accordance with the specified design requirements of the Building Code.

5.9 Where the Chief Building Official finds that any one or more of the requirements of this section are, in any particular case, unnecessary or may create undue hardship upon the applicant, he/she may waive any one or

more of such requirements, provided that the intent and purpose of this By-law is upheld.

6.0 Application Process

- 6.1 An applicant may submit the appropriate plans directly to the Planning Department for a zoning compliance review of their building permit application prior to their official building permit application submission. Fees may be collected for this service as per the Planning Department.
- 6.2 Lot grading review is required for all building permit applications that have the effect of increasing building area. Plans and specifications for this purpose shall be submitted in accordance with Section 5.3 (j) of this by-law. An applicant may submit the appropriate plans directly to the Engineering Department for a lot grading compliance review of their building permit application prior to their official building permit application submission. Fees may be collected for this service as per the Engineering Department.

7.0 Cancellation, Revocation, Alteration or Transfer

- 7.1 The applicant for a building permit, regardless of whether they are the owner, may make written request to the Chief Building Official to have the submitted application withdrawn provided the building permit has not been issued. A fee refund shall be granted in accordance with section 8.0 of this by-law.
- 7.2 Where a building permit application remains inactive for a period of six months or more, the application may be cancelled without further notice. Any outstanding fees or potential refunds shall apply as per section 8.0 of this bylaw.
- 7.3 A person to whom a permit has been issued may make a written request to the Chief Building Official to have the permit cancelled and a fee refund may be given in accordance with section 8.0 of this By-law provided that,
 - a) no work has commenced in respect of the building for which the permit was issued, and
 - b) the written request is received by the Chief Building Official before the end,
 - i) of 6 months after the issuance of the permit, or
 - ii) of the extension period, where the Chief Building Official has extended the six-month period, whichever is later.
- 7.4 Where six months has passed since the issuance of a building permit and notification has not been received that construction has commenced, the building permit is subject to revocation in accordance with the Act.
- 7.5 During the building process, but prior to the affected component being constructed, a person to whom a permit is issued may request consideration for minor amendments to the original building plans submitted. Based on the complexity of the amendment, the Chief Building Official shall allow the amendments to the original submission or request a new complete submission. A fee shall be collected as per Schedule A of this by-law, as amended from time to time.
- 7.6 Where the right to construct a building under a permit is transferred, the person to whom the building permit was issued shall notify the Chief Building Official, in writing, of the name and address of the transferee. The transferee shall complete a new application for the building permit as set out in Section 5. Mere the design has been prepared by an architect, professional engineer, or BCIN qualified designer, the person to whom the

building permit was issued shall also provide the Chief Building Official with a written consent to the assignment from the architect, professional engineer, or BCIN qualified designer. A fee shall be collected as per Schedule A of this by-law, as amended.

- 7.7 Where the right to construct a building under a permit is transferred, all documents associated with the original permit must be transferable and consent must be obtained from the original designer and approval authority (i.e. Lake Simcoe and Region Conservation Authority, Ministry of Transportation, etc.).

8.0 Fees

- 8.1 The final fee payment shall be paid at the time of permit issuance. The final fee will be based on the fee schedule valid on the date of permit issuance. The fee collected shall be the greater of the minimum fee or the fee calculated using the fee multiplier.
- 8.2 Where it is determined that the required fees must be calculated on a cost basis as per the Building By-law, as amended, the total cost will be based on all work, services and materials and may include the cost of all professional and related services in respect of the proposed construction or demolition as determined by the Chief Building Official.
- 8.3 Where a building permit has been issued but before construction or demolition commences and the Chief Building Official revokes a permit or grants a request to cancel a permit, the Town may retain 50% of all fees paid in full or due under this by-law and shall refund the balance to the person/corporation who paid, unless otherwise arranged.
- 8.4 Where, after construction or demolition commences, the Chief Building Official revokes a permit the Town shall retain 100% of all fees paid in full or due under this by-law and the applicant will not be entitled to a refund.
- 8.5 Where a written request from a permit holder for a six-month extension is received and granted by the Chief Building Official, a \$100.00 administrative fee shall be collected.
- 8.6 In the event that a Registered Code Agency is appointed by the Town, the building permit fees collected will be reduced to allow the Town of cover administrative, archiving, file management and other relevant costs in the following manner:
 - a) for an application where either the inspections or the plans examination will be completed by the Registered Code Agency, all relevant permit fees will be reduced by twenty-five (25) percent, and
 - b) for an application where the Registered Code Agency will complete both the plans examination and inspections all relevant permit fees will be reduced by fifty (50) percent.

9.0 Calculation of Fees

- 9.1 The fees required for each class of permit shall be as set out in and calculated in accordance with Schedule A of this By-law.
- 9.2 Unless otherwise specified, fees shall be based on a per square foot or numerical multiplier with an associated minimum fee or flat rate.
- 9.3 Fees shall be based on the gross floor area as defined in this by-law.
- 9.4 If more than one class of permit applies to the proposed building, each class shall be calculated separately: in accordance within the Building By-law and the sum shall represent the permit fee, as amended.

- 9.5 No deduction shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from the calculated gross floor area.
- 9.6 Fees for classes of permits or construction not described in this By-law, shall be determined by the Chief Building Official who shall have regard to the complexity and amount of service required relative to the classes of construction described.
- 9.7 Fees shall be adjusted annually in line with the annual change in the Statistics Canada Construction Price Index for the Toronto area each year with the rate change effective beginning January 1 the following year. The changes shall be rounded to the nearest cent for fee multipliers and the nearest dollar for all other fees.
- 9.8 Other fees may be applicable to your project that are outside the scope of Schedule "A". These may include, but are not limited to: Development Charges, Entrance Approvals, Fire Department Review, etc.
- 9.9 Fees are cumulative, i.e. a new Group "A" Major Occupancy building to include the square foot multiplier, plumbing fixture fees, sewer fees, HVAC fees, onsite sewage system fees, etc.

10.0 Notification

- 10.1 The person whom the permit was issued shall notify the Chief Building Official, two business days prior to each stage of construction as set out in the Building Code in order to receive the required inspections, except in the case of inspections required for on-site sewage systems, for which five days' notice is required.

11.0 Additional Inspections and Plans Review Resubmissions

- 11.1 At the discretion of the building official, where two previous inspections have been conducted for the same stage of construction, either at the request of the person to whom the permit was issued or at the request of the applicant/contractor of the land which is the subject of the permit, the person requesting the additional inspection shall pay, before the inspector conducts the additional inspection, a fee of one hundred dollars (\$100.00) for this and any future inspection for the same stage of construction.
- 11.2 At the discretion of the building official, where two previous resubmissions have been submitted for the building code compliance review, the person submitting the plans shall pay, before the plans examiner conducts the additional review, a fee of one hundred dollars (\$100.00) for this and any future resubmissions at the plans examiner stage.

12.0 Special Investigation

- 12.1 If any work in respect of the construction or demolition of a building commences before a permit has been issued under this by-law, the owner of the land on which the work has commenced shall pay a special investigation fee of 100% of the building permit fee.

13.0 Fencing/Hoarding Construction Sites

- 13.1 Where, in the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, he/she may require the erection of such fencing as he/she deems appropriate to the circumstances but not limited to the standard stated in section 13.5.

- 13.2 In considering the hazard presented by a construction site, the necessity for fencing, and its construction, the Chief Building Official shall have regard for,
- a) the proximity of the construction site to occupied buildings,
 - b) the proximity of the construction site to lands accessible to the public, including but not limited to streets, parks and commercial and institutional activities,
 - c) the hazards presented by the construction activities and materials,
 - d) the feasibility and effectiveness of site fencing/hoarding, and
 - e) the duration of the hazard.
- 13.3 Where there is fencing on or adjoining a construction site erected prior to the application for a building permit in respect of that site, such fencing may be deemed to be in compliance with this By-law provided it is extended along the entire perimeter of the construction site as determined by the Chief Building Official and the extended fencing is erected in accordance with this By-law.
- 13.4 Despite section 13.3 above, the requirements of this by-law do not apply where the building permit has been issued prior to this by-law coming into effect.
- 13.5 Every fence required under this by-law shall be a minimum 4' high and located on the perimeter of the construction site as determined by the Chief Building Official, or designate, and constructed as follows:
- a) if of chain link construction, the chain link shall be fastened to a 1 1/2 inch diameter metal horizontal top bar which is securely fastened to metal posts which are not over 10 feet on center and embedded into the ground to provide a rigid support,
 - b) if of wood construction, the exterior face shall be 1/2 inch exterior grade plywood, or equivalent material that will not provide footholds for climbing. The facing shall be supported by 2" X 4" nominal size posts spaced at not more than 4 feet on center and embedded into the ground to provide a rigid support,
 - c) if the fence is of the snow fence or plastic mesh type, the fencing should be securely fastened to T-bar posts which are not over 6 feet on centre and embedded into the ground to provide a rigid support. The fence is to be wired through the top and bottom and secured to each post, or
 - d) other materials or methods may be substituted provided that there is an equivalent barrier between properties and an equivalent degree of safety provided.
- 13.6 The fence may provide for openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the construction site provided that these openings are closed off when the site is shut down.

14.0 Severability

- 14.1 In the event that any portion of this By-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this By-law.

15.0 Miscellaneous

15.1 Schedules “A”, “B” and “C” are attached hereto and form part of this By-law.

16.0 Offences and Penalties

16.1 Every person or corporation who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided in section 36 of the Act.

17.0 Code of Conduct

17.1 In compliance with the Ontario Building Code Act, S.O. 1992, c.23, Section 7.1(1) of the Act, investigation and enforcement to be used in responding to allegations against the Chief Building Official and Inspectors is found in Schedule C as part of this by-law.

18.0 Repeal

18.1 That By-law 2023-034 and any amendments thereto are hereby repealed on the date this by-law comes into force.

19.0 Effective Date

19.1 That this by-law shall come into force and take effect on the date of final passing thereof.

Read a first, second and third time and finally passed this 27th day of May, 2024.



Mayor



D. Clerk

Schedule "A" to
Building Permit By-law 2024-062

Permit Fees

Permit Fee's	Effective Date	Including HST	2024 Rates	
			per Sq Ft	Fee
Group "A & B" (Assembly & Institutional Occupancies)				
All New Construction	1-Jan	Exempt	\$ 1.43	\$ 239.00
Renovation/Alteration	1-Jan	Exempt	\$ 1.20	\$ 239.00
Group "C" (Residential Occupancies)				
All New Construction including additions (House)	1-Jan	Exempt	\$ 1.21	\$ 119.00
All New Construction (Condo/Apartment)	1-Jan	Exempt	\$ 1.21	\$ 119.00
Finished Basement	1-Jan	Exempt	\$ 0.71	\$ 119.00
Renovation/Alteration	1-Jan	Exempt	\$ 0.90	\$ 119.00
Unenclosed Deck or Porch	1-Jan	Exempt	\$ 1.01	\$ 119.00
Detached Garage or Accessory Building	1-Jan	Exempt	\$ 1.01	\$ 119.00
Group "D & E" (Business & Mercantile Occupancies)				
All New Construction	1-Jan	Exempt	\$ 1.43	\$ 239.00
Renovation/Alteration	1-Jan	Exempt	\$ 1.20	\$ 239.00
Group "F" (Industrial Occupancies)				
All New Construction	1-Jan	Exempt	\$ 1.43	\$ 239.00
Renovation/Alteration	1-Jan	Exempt	\$ 1.20	\$ 239.00
Farm Buildings				
All New Construction	1-Jan	Exempt	\$ 0.54	\$ 239.00
Renovation/Alteration	1-Jan	Exempt	\$ 0.54	\$ 239.00
Agricultural Fabric Shelter each	1-Jan	Exempt	\$ -	\$ 596.00
Demolition				
All Buildings each	1-Jan	Exempt	\$ -	\$ 414.00
Specialty Buildings				
School Portables each	1-Jan	Exempt	\$ -	\$ 14.00
Tent and Air Supported Structure each	1-Jan	Exempt	\$ -	\$ 239.00
Demountable Stage each	1-Jan	Exempt	\$ -	\$ 239.00
Moved or Relocated Building (Incl. Foundation) each	1-Jan	Exempt	\$ -	\$ 834.00
Minor Fire Restoration	1-Jan	Exempt	\$ -	\$ 518.00
Designated Structures per Div 1, 1.3.1.1	1-Jan	Exempt	\$ -	\$ 357.00
Building Services				
Solid Fuel Burning Appliance and/or Chimney each	1-Jan	Exempt	\$ -	\$ 239.00
Fire Alarm Systems New each floor	1-Jan	Exempt	\$ -	\$ 239.00
Fire Alarm Systems Renovation/Alterations each	1-Jan	Exempt	\$ -	\$ 239.00
Sprinkler System New each floor	1-Jan	Exempt	\$ -	\$ 239.00
Sprinkler System Renovation/Alterations each	1-Jan	Exempt	\$ -	\$ 239.00

Commercial Exhaust Hood and Suppression each	1-Jan	Exempt	\$ -	\$ 357.00
Plumbing				
Each Plumbing Fixture (Incl. Drains) each	1-Jan	Exempt	\$ -	\$ 20.00
Manholes, Catch Basins, Area Drains each	1-Jan	Exempt	\$ -	\$ 60.00
House Water Service Pipe each	1-Jan	Exempt	\$ -	\$ 181.00
House Building Sewer each	1-Jan	Exempt	\$ -	\$ 181.00
Water Mains and Water Service Pipe (per unit = linear foot)	1-Jan	Exempt	\$ 1.78	\$ 239.00
Building Drain (per unit = linear foot)	1-Jan	Exempt	\$ 1.78	\$ 239.00
Building Sewer (per unit = linear foot)	1-Jan	Exempt	\$ 1.78	\$ 239.00
Private On-Site Sewage Systems				
New Sewage System each	1-Jan	Exempt	\$ -	\$ 954.00
Repair/Alterations to Existing System each	1-Jan	Exempt	\$ -	\$ 239.00
Sewage System Review (Not Requiring Alterations) each	1-Jan	Exempt	\$ -	\$ 119.00
Heating Ventilation and Air Conditioning				
Group A, B, D, E, and F New each	1-Jan	Exempt	\$ -	\$ 538.00
Group A, B, D, E, and F Alteration each	1-Jan	Exempt	\$ -	\$ 269.00
Group C House New each	1-Jan	Exempt	\$ -	\$ 239.00
Group C Multi-Unit Building per unit	1-Jan	Exempt	\$ -	\$ 119.00
Group C Alteration each	1-Jan	Exempt	\$ -	\$ 119.00
Miscellaneous				
Building Compliance Letter each	1-Jan	Exempt	\$ -	\$ 188.00
Items Without a Gross Floor Area (Per \$1,000 of Construction Value)	1-Jan	Exempt	\$ -	\$ 15.00
Transfer of Permit each	1-Jan	Exempt	\$ -	\$ 299.00
Special Investigation Fee	1-Jan	Exempt		2 times the fee
Alternative Solution Review per hour	1-Jan	Exempt	\$ -	\$ 220.00
Peer Review Administration each	1-Jan	Exempt	\$ -	Review cost + 15%
Conditional Permit Agreement Administration each	1-Jan	Exempt	\$ -	\$ 954.00
Change of Use Permit	1-Jan	Exempt	\$ -	\$ 310.00
Amendment to Permit	1-Jan	Exempt	\$ -	\$ 310.00
Issuance of Order Administration each	1-Jan	Exempt	\$ -	\$ 207.00
Placing or Removing an Order on Title each	1-Jan	Exempt	\$ -	\$ 518.00
Total				

Schedule "B" to
Building Permit By-law 2024-062

Construction Detail Specifications

The following construction detail specifications may be requested:

Floor Plans of all levels of the building

Elevation drawings of all sides of the building

Engineered roof and/or floor joist packages

Cross sections to appropriately identify construction details and methods

Wall sections to appropriately identify construction details and methods

Door and window schedules

Heat loss calculations

Duct plan, hydronic layout/electric baseboard heater plan for an all levels of the building

Complete fire alarm system for the entire building

Complete fire sprinkler plan for the entire building

Exhaust hood and suppression plans for kitchen equipment

Complete onsite sewage system plans and grain size analysis

Complete site servicing plan indicating all utilities

Lot grading plan for the site showing all drainage patterns

Schedule "C" to
Building Permit By-law 2024-062

Code of Conduct for Chief
Building Official and Inspectors

1. Apply the Building Code Act and the Building Code impartially, without influence and in accordance with all applicable legislation,
2. To exercise powers and perform duties in an independent manner,
3. Promote the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity, and barrier free accessibility,
4. Act within the area of qualification obtained under the Building Code Act,
5. Perform duties with due diligence, honesty and integrity,
6. Keep abreast of current building practices through continuous education, and
7. Manage confidential and sensitive information according to the Town's guidelines and relevant legislation.

Guidelines for Interpretation of the Code of Conduct

1. Promote the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity, and barrier free accessibility.

The Ontario Building Code states that:

"The Code is essentially a set of minimum provisions respecting the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity, and barrier-free accessibility. Its primary purpose is the promotion of public safety through the application of appropriate uniform building standards.

The CBO and the Inspectors are expected to:

- a) act in the public interest with respect to health and safety issues related to buildings, and
- b) take all reasonable precautions to ensure the safety of the public, Town staff and themselves.

2. Apply the Building Code Act and the Building Code impartially, without influence and in accordance with all applicable legislation.

The CBO and the Inspectors are expected to perform duties:

- a) in a manner that maintains and promotes public safety at all times,
- b) with integrity, objectivity, and impartiality,
- c) without any influence from anyone,
- d) in a fair and consistent manner, and
- e) efficiently and in a timely manner.

3. Act within the area of qualification obtained under the Building Code Act. The CBO and the Inspectors are expected to:

- a) act within the area of qualification obtained under the Building Code Act,
- b) seek assistance when required, and
- c) participate in training as required by the Occupational Health and Safety Act, the Building Code Act and other legislation.

4. Perform duties with due diligence, honesty and integrity. The CBO and the Inspectors are expected to:

- a) conduct themselves with the highest degree of ethical behaviour and integrity,
- b) ensure public confidence and trust are maintained at all times,
- c) protect and promote the best interests of the Town,
- d) ensure the protection and appropriate use of the Town's resources and assets, and
- e) perform duties without misleading the public.

5. Extend courtesy to everyone.

The CBO and the Inspectors are expected to:

- a) be ambassadors and reflect a professional image at all times,
- b) treat the public and each other with respect all the time,
- c) be reasonable and fair in their expectations of each other,
- d) resolve conflict(s) in a professional manner,
- e) be courteous and considerate to all through language and actions,
- f) recognize the barriers of discrimination and disadvantages faced by human rights protected groups, and
- g) recognize the dignity of all people.

6. Keep up to date on current building practices through continuous education. The CBO and the Inspectors are expected to.

- a) obtain qualifications as required to be appointed and to remain appointed under the Building Code Act,
- b) maintain qualifications as requirements evolve and/or change,
- c) keep current on construction practices and standards through continuous education and training, and
- d) be mentors to each other at all times.

7. Manage confidential and sensitive information according to the Town's guidelines and relevant legislation.

The CBO and the Inspectors are expected to:

- a) maintain confidentiality regarding Town business,
- b) disclose information in compliance with the Municipal Freedom of Information and Protection of Privacy Act "MFIPPA",
- c) refer to Building Branch Policy A-1 1 — "Permit Document Security" for details, and
- d) ensure that no information collected, produced or obtained in the course of duties, whether reports, memos, verbal/written/electronic communication is disclosed without proper approval.

Guidelines for Handling Allegations of Breaches of the Code of Conduct

The Building Code Act prescribes that the conduct of the CBO and the Inspectors will be measured against this Code. Contravention of this Code is a serious matter to the Building Branch and the public and will be treated as such.

The CBO, in consultation with the Director of Planning and Development, will review any allegations of breaches of this Code made against an Inspector. The CBO shall direct an investigation, if justified, and where appropriate, recommend disciplinary action against the Inspector who fails to comply with this Code.

Where the allegations are against the CBO, the Chief Administrative Officer will evaluate and investigate the allegations, where necessary, and make recommendations to Council for appropriate action.

In either case, the CBO or Inspector shall be afforded the opportunity to respond to the allegations of breaches to the Code of Conduct prior to disciplinary action being brought for due consideration.

Disciplinary Action

Disciplinary action arising from violations of the Code is the responsibility of the Town of New Tecumseth and the CBO and will be based on the severity and frequency of the violation in accordance with employment laws and standards, and relevant collective agreements.

Public Notice for the Code of Conduct

The Building Code Act states that the Code must be brought to the attention of the public.

1. The Building Branch will advertise the Code on an ongoing basis via:
 - a) Town of New Tecumseth website
 - b) Post in a conspicuous location at the Building Branch service counter.